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18 February 1983

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 18 February 1983

1. Progress reports on tasks assigned by DCI/DDCI:

All action on tasks assigned by the DCI/DDCI has been completed.

2. Items/events of interest:

a. A number of Directorate of Administration personnel expended extraordinary efforts in support of carrying out the Agency's mission during the recent snow emergency.

b. The Advanced Intelligence Seminar spent 10 February on Capitol Hill. The seminar participants met with Mr. Robert Simmons, Staff Director of the SSCI, who briefed the group on the role of the committee. Participants then sat in on hearings of the House Budget and Judiciary Committees and subsequently toured the Hill, concluding the day by having a meeting with Congressman Frank R. Wolf.

c. The Chief of the Language School, Office of Training and Education (OTE), along with other representatives of the Intelligence Community Staff Foreign Language Training Committee, attended the Annual Program Review of the Defense Language Institute Foreign Language Center, in Monterey, California, 9 - 11 February. The Commandant of the Institute and the Academic School Dean both expressed their appreciation for the Agency's Language School teams which had been sent to Monterey to assist in training testers.

d. On 8 February, Mr. James McKenzie, Assistant Director of Training, FBI Academy, Mr. James O'Conner, Deputy Assistant, and Mr. Feltus Sterling, Academy staff member, were given an overview of [REDACTED] the operations training program. [REDACTED]

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e. On 15 February the Deputy Director for Administration (DDA) and the Chief, Logistics Services Division met with Mr. S. J. DiMeglio, head of the Guest Services Incorporated, to discuss improvements in the Headquarters cafeterias.

f. The DDA and the Director of Communications met with Mr. Maurice J. Raffensperger, Director of Engineering and Technical Operations, Voice of America, on 17 February, to discuss career development matters relating to communications personnel. Mr. Raffensperger desired some guidance in this area.

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h. The Director of Security addressed the Near East Division Chiefs of Station conference [] during this reporting period and visited several European Stations and Bases.

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i. During the past week, an Office of Security representative conducted security awareness briefings at a number of industrial contractor installations on the west coast, []

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j. The SAFE System Design Review was held 14 - 16 February. The objectives of the review were to present a reasonable and coherent plan for delivery of the SAFE services during the 1985-87 time frame. The Program Manager believes that the objectives were met.

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n. The activation of a new secure voice telephone switch at NSA on 19 February will require CIA callers to NSA to dial a new five-digit prefix code. Agency users have been notified of the change.

3. Significant activities anticipated during the coming week:

a. SSCI staff member, Edward P. Levine, will receive briefings on the Communications RECAP program and overseas security activities on 23 February. The DDA will attend these sessions.

b. The Analysis Training Branch, Office of Training and Education, will sponsor a three-day workshop on the use of logic in intelligence analysis 29 - 31 March.

c. The Director of Data Processing and other senior officers will visit the west coast next week to attend technology and management briefings with several firms relating to SAFE and CAMS II.

d. The Information Systems Security Group, Office of Security, will present its first training course for Agency contractors in Los Angeles

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Harry E. Fitzwater

EO/DDA cn (18 February 83)

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